

AUDITOR/INVESTIGATOR

General Statement of Duties

Performs difficult and responsible work auditing and inspecting records of licensed real estate brokers showing the deposit, maintenance, and withdrawal of money or other property owned by such broker's principals or held in escrow or trust for such principals. Investigates cases related to the improper conduct of real estate brokers, registered time share personnel, and unlicensed brokerage activity.

Distinguishing Features of the Class

An employee in this class performs work auditing and inspecting specific accounting records and procedures to ensure compliance with those provisions of the Real Estate License Law and Commission rules relating to the handling and accounting of funds received by a real estate broker acting in said capacity, or as escrow agent or temporary custodian of the funds of others in a real estate transaction. Work also involves the investigation of cases relating to unlicensed real estate brokerage activity, improper conduct by licensed real estate brokers and registered timeshare project personnel in real estate transactions. Audits may result in financial adjustments by the audited broker to the accounts audited; to significant changes in the audited broker's accounting procedures and records; or to disciplinary action against the audited broker by the North Carolina Real Estate Commission. Work is performed independently and reviewed by the Director of Regulatory Affairs or his or her designee. Work is evaluated by the Director of Regulatory Affairs and is based on the accuracy, completeness and timeliness of audit and investigation reports.

Duties and Responsibilities

Essential Duties and Tasks

Conducts audits of real estate brokerage trust accounts on a statewide basis including inspecting real estate brokerage trust account records whenever the Real Estate Commission determines that such records are pertinent to the conduct of an investigation of a specific complaint against a licensed real estate broker or registered time share project.

Conducts spot audits to verify trust account balances, accuracy of source documents versus book records, procedures of accounting and reporting, and program compliance.

Investigates financial fraud (including loan fraud), misrepresentations, improper handling of client funds, and similar improper conduct to collect information to substantiate and verify evidence.

Investigates alleged unlicensed activity relating to real estate transactions and cooperates with other state and federal agencies which offer consumer protection.

Presents the results of investigations to the Director of Regulatory Affairs or his or her designee for presentation to the Commission for probable cause determination.

Attends administrative and judicial hearings when necessary to testify as to the findings of a specific trust account audit and/or investigation to offer testimony regarding the requirements of the North Carolina Real Estate License Law and Commission rules.

Assists in serving subpoenas, instructing courses and conducting workshops, clinics, seminars, conferences and other education and information programs relating to the real estate brokerage business.

Assists with answering calls on a rotating basis from licensees, attorneys, sellers, buyers and the general public; listens, analyzes and asks questions to determine the actual issue or question in order to respond with an accurate response.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of the North Carolina Real Estate License Law and Commission rules.

General knowledge of accounting, bookkeeping, and auditing principles, and of the laws and rules relating to the proper handling and accounting of trust funds by licensed real estate brokers and registered time share projects.

Working knowledge of modern criminal detection techniques including interviewing skills and the gathering and preserving of evidence.

Working knowledge of real estate accounting software.

Ability to make routine journal entries, reversing entries and correcting entries; to analyze and correct journal and ledger entries; to verify posted transactions; and to reconstruct accounts from unorganized and incomplete data.

Ability to deal effectively with people upon short acquaintance and to communicate effectively both orally and in writing.

Ability to prepare comprehensive and factual reports of audits and investigations, utilizing current office technology.

Ability to recognize, collect and evaluate different types of evidence necessary in prosecuting violators.

Ability to establish and maintain favorable working relationships with real estate consumers and industry representatives.

Physical Requirements

Must be able to perform the physical life functions of reaching, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.

Must possess visual acuity necessary to prepare and analyze data and figures, operate a computer terminal and a motor vehicle, and do extensive review of written records.

Desirable Education and Experience

Graduation from an accredited college or university with a major in accounting or business administration and some accounting or auditing experience combined with some experience in law enforcement or investigative work; or an equivalent combination of education and experience.

Special Requirement

Licensure as a real estate broker within one (1) year of employment.

Possession of a valid North Carolina Driver's License.

NC Real Estate Commission

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Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements.